

**Amendment Number Two**  
**to**  
**Contract No. MA-012-22010584**  
**Between**  
**County of Orange**  
**And**  
**Interval House**  
**For**  
**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)**

This AMENDMENT Number Two to Contract MA-012-22010584 (hereinafter referred to as "Amendment Number Two") is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California ("County") and Interval House, ("Subrecipient"), with County and Subrecipient sometimes individually referred to as "Party" or collectively referred to as "Parties".

**Recitals**

WHEREAS, County and Subrecipient entered into Contract MA-012-22010584 for Domestic Violence Shelter-Based Services Program (DV), effective Friday, July 1, 2022, through June 30, 2025, in the Not-to-Exceed Amount of \$824,885, ("Contract"); and,

WHEREAS, the Parties executed First Amendment to renew Contract for an additional one year period beginning July 1, 2025 through June 30, 2026 with an annual maximum obligation of \$233,495; and replace Attachment A- Scope of Services and General Requirements with Attachment A-1, replace Attachment B- Payment/Compensation with Attachment B-1, replace Attachment C- Budget Schedule with Attachment C-1, replace Attachment D- Staffing Plan with Attachment D-1, replace Attachment E- Performance Standards with Attachment E-1; and replace Exhibit 5 – OC Community Resources Contract Reimbursement Policy with Exhibit 5-1; and add Exhibit 6 – Homeless Service System Pillars Attestation; and,

WHEREAS, the Parties also executed to amend the contract to replace Article BB – Contingency of Funds from the Contract's General Terms and Conditions; and,

WHEREAS, the Parties now desire to enter into this Second Amendment to Renew the Contract for one (1) year effective July 1, 2026, through June 30, 2027, with a new maximum obligation of \$210,146, with a cumulative contract total of \$1,268,526; and to replace Attachment A-1 Scope of Services and General Requirements with Attachment A-2, replace Attachment B-1- Payment and Compensation with Attachment B-2, replace Attachment C-1- Budget Schedule with Attachment C-2, replace Attachment D-1- Staffing Plan with Attachment D-2, and replace Attachment E-1- Performance Standards with Attachment E-2; and,

NOW THEREFORE, the Parties agree as follows:

**1. The term of the Contract described in Contract Article 2 ("Term of Contract") is hereby extended an additional year as follows:**

Contract shall renewed for one (1) year, effective July 1, 2026, through June 30, 2027, with an annual maximum obligation of \$210,146, unless otherwise terminated as provided herein.

**2. Attachment A-1, Scope of Services and General Program Requirements:**

Attachment A-1, Scope of Services and General Program Requirements is hereby replaced with Attachment A-2.

**3. Attachment B-1, Payment and Compensation:**

Attachment B-1, Payment and Compensation is hereby replaced with Attachment B-2.

**4. Attachment C-1, Budget Schedule:**

Attachment C-1, Budget Schedule is hereby replaced with Attachment C-2.

**5. Attachment D-1, Staffing Plan:**

Attachment D-1, Staffing Plan is hereby replaced with Attachment D-2.

**6. Attachment E-1, Performance Standards:**

Attachment E-1, Performance Standards is hereby replaced with Attachment E-2.

7. All other terms and conditions in this Contract shall remain unchanged and with full force and effect.

**SIGNATURE PAGE**

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date first above written.

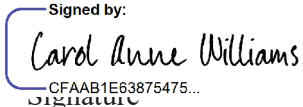
**Interval House**

If the Subrecipient is a corporation, signatures of two specific corporate officers are required as further set forth.

- The first corporate officer signature must be one of the following: 1) Chairman of the Board, 2) President, 3) Vice President; and
- The second corporate officer signature must be one of the following: 1) Secretary, 2) Assistant Secretary, 3) Chief Financial Officer, 4) Assistant Treasurer.

In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signature to bind the company.

Signed by:

	Carol Anne Williams	Executive Director	4/9/2026
<small>CFAAB1E63875475... Signature</small>	_____ Name	_____ Title	_____ Date
Signature	Name	Title	Date

COUNTY OF ORANGE, a political subdivision of the State of California

**COUNTY AUTHORIZED SIGNATURE:**

		Deputy Procurement Agent	
_____ Signature	_____ Name	_____ Title	_____ Date

Approved as to form:

**Office of the County Counsel**

Signed by:

	John Cleveland	Deputy	4/9/2026
<small>74000D32EE65457... Signature</small>	_____ Name	_____ Title	_____ Date



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
July 1, 2026 – June 30, 2027**

**I. PURPOSE**

The purpose of this Contract is to provide domestic violence shelter-based services programs that are consistent with the California Welfare and Institution Code, Sections 18294-18298, that provide direct emergency crisis shelter services to victims of domestic violence and their children. The California Welfare and Institution Code, Sections 18294-18298, were revised by Assembly Bill (AB) 2084. The vision of the Domestic Violence Shelter-Based Services Program is to strengthen and increase the services available to the victims of domestic violence and their children.

**II. BACKGROUND**

California Welfare and Institutions Code, Section 18290, provides the background information for the Domestic Violence Shelter-Based Services Program:

*The Legislature hereby finds and declares that there is a present and growing need to develop innovative strategies and services to ameliorate and reduce the trauma of domestic violence. There are hundreds of thousands of persons in California who are regularly abused. In many cases, the acts of domestic violence lead to the death of one of the involved parties. Victims of domestic violence come from all socioeconomic classes and ethnic groups, though it is the poor who suffer most from domestic violence, since they have no immediate access to private counseling and shelter for themselves and their children. Children, even when they are not physically assaulted, very often suffer deep and lasting emotional effects.*

*The Legislature further finds and declares that there is a high incidence of death and injury sustained by law enforcement officers in the handling of domestic disturbances. Police arrests for domestic violence are low, and victims are reluctant to press charges or make citizens arrests. Furthermore, instances of domestic violence are considered to be the single most unreported crime in the state. It is the intention of the Legislature to begin to explore and determine ways of achieving reductions in serious and fatal injuries to the victims of domestic violence and begin to clarify the problems, causes, and cures of domestic violence. In order to achieve these results, it is the intent of the Legislature that the State shall support projects in several areas throughout the state for the purpose of aiding victims of domestic violence by providing them a place to escape the destructive environment in an undisclosed and secured location, on a 24-hour basis, where staff meet the requirements set forth in Section 1037.1 of the Evidence Code.*

**III. DEFINITIONS**

The following definitions from the Domestic Violence Shelter-Based Programs Act, Welfare & Institutions Code Section 18291 apply to this Contract:

1. **Domestic Violence:** Abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or is having or has had a dating or engagement relationship.
2. **Cohabitant:** Two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
July 1, 2026 – June 30, 2027**

are cohabiting include, but are not limited to, all of the following:

- a) Sexual relations between the parties while sharing the same living quarters.
- b) Sharing of income or expenses.
- c) Joint use or ownership of property.
- d) Whether the parties present themselves as spouses.
- e) The continuity of the relationship.
- f) The length of the relationship.

3. **Domestic Violence Shelter:** A shelter for domestic violence victims that meets all of the following requirements:

- a) Provides shelter in an undisclosed and secured location
- b) Provides staff that meets the requirements set forth in Section 1037.1 of the Evidence Code
- c) Meets the requirements set forth in Section 18294 of the California Welfare and Institutions Code

4. **Undisclosed:** A location that is not advertised or publicized.

**IV. GOALS AND OBJECTIVES**

The goals and objectives for Domestic Violence Services are, but not limited to, as follows:

1. Goals:

- a) To provide temporary emergency and crisis services to victims of domestic violence and their children.
- b) To provide resource connections for victims of domestic violence and their children so they can make an appropriate transition into a long-term, safe living environment.

2. Objectives:

- a) Provide an immediate, safe environment for victims of domestic violence and their children, including but not limited to:
  - i. Shelter
  - ii. Food
  - iii. Clothing
  - iv. Mental health services
- b) Provide information to victims on the array of services that are available and provide education and counseling on topics pertaining to domestic violence and recovery, including but not limited to:
  - i. Individual counseling
  - ii. Group counseling/Educational classes
  - iii. Case work
  - iv. Parenting skills
- c) Establishing collaborative working relationships with the following entities:
  - i. Law enforcement personnel: To ensure domestic violence victim referral processes from law enforcement personnel to domestic violence shelters are effective
  - ii. Court personnel: To ensure victims of domestic violence have access to current information on domestic violence-related court processes



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)**

**July 1, 2026 – June 30, 2027**

- iii. Mental health providers
- iv. Social service agencies
- v. Medical facilities
- vi. Education institutions
- vii. Community-based organizations

**V. TARGET POPULATION**

1. Domestic Violence Shelters provide services for victims of domestic violence and their children, regardless of gender, age, language or disability.
2. Shelters must provide staff members who are multicultural, multilingual, and are able to work effectively with non-English monolingual clients and their children.
3. Geographical/Regional Service Area – Subrecipient must be located in Orange County and provide services to domestic violence victims who reside anywhere in Orange County or other areas as appropriate.

**VI. SERVICE DELIVERY**

1. Community Resource and Referral - Subrecipient will be responsible for actively linking program participants with other needed services and follow-up to ensure that the linkage was successful. The Subrecipient must establish itself as an active participant in the local social service network and advocate within such network for the timely and comprehensive response to the needs of victims of domestic violence and their children.
2. Service Duration – Shelter services provided under this Contract are not to exceed forty-five (45) days for each family or household member in a fiscal year unless otherwise approved in writing by County.
  - a) Subrecipient must identify substance abuse problems among participants and make appropriate referrals.
  - b) Subrecipient must pursue other funding support beyond the County Domestic Violence Fund.
3. If Subrecipient does not have enough available beds to accommodate the domestic violence victim(s), the Subrecipient agrees to:
  - a) Provide referrals to other County-funded domestic violence shelters; or
  - b) Provide direct referrals to other appropriate shelters to ensure the safety of the victim(s).

**VII. DATA COLLECTION AND REPORTING REQUIREMENTS**

1. An annual report shall be prepared for submission to the county by the twentieth (20<sup>th</sup>) of January of each contract year. The report shall be made available to the public upon request, and shall include all the following elements:
  - a) The total number of persons requesting services of the domestic violence shelter-based services programs.
  - b) The number of persons served in the domestic violence shelter-based services programs, by each type of service provided.
  - c) A description of the social and economic characteristics of persons receiving



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
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- services, by type of service provided.
2. Monthly Invoices are due the twentieth (20<sup>th</sup>) of the month following the month the expenditures were made.
  3. Program-Generated Revenue Report is due the twentieth (20<sup>th</sup>) of the month, or as required by the County that at a minimum contains the following information:
    - a) Revenue
      - i. Client Fees
      - ii. Contributions
      - iii. Interest on Domestic Violence grant funds from the County of Orange
      - iv. Domestic Violence related grant funds
      - v. Other Income
    - b) Program Expenditures
      - i. Salaries and Benefits
      - ii. Other Operating Expenditures
      - iii. Professional Services
      - iv. Property – Equipment
      - v. Insurance & Bond
    - c) Unspent Revenue
  4. Quarterly Reports – Subrecipient must provide Quarterly Reports to the County which are due on the twentieth (20<sup>th</sup>) of the first subsequent month following the end of each quarter or as required by the County: At a minimum the Reports must contain the following information in a County approved format:
    - a) Customer Demographic Information
      - i. Ethnicity
      - ii. Age
      - iii. Family Status
      - iv. Family Size
      - v. Monthly Income
    - b) Program Statistics
      - i. Number of persons requesting services
      - ii. Number of adult residents and number of child residents
      - iii. Total number of adult and child bed days
      - iv. Number of adult residents previously sheltered at any shelter
      - v. Number of child residents who received counseling of any kind
      - vi. Number of hotline calls received
      - vii. Number of safety transfer referrals
      - viii. Number of referrals to One-Stop Centers/Youth Providers
      - ix. Number of persons that received referrals to other existing services within community
      - x. Number of Safety Net Motel Voucher Nights
      - xi. Number of persons that received supportive services through Drop-in Center
      - xii. Number of persons that received emergency transportation



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)**

**July 1, 2026 – June 30, 2027**

5. Monitoring Requirements – In order for the County to monitor the domestic violence shelter-based services programs, Subrecipients must collect and provide the following information:
  - i. Number of persons requesting services
  - ii. Number of persons receiving services according to the type of services provided
  - iii. Need, if any, for additional services or staffing
6. Subrecipients must collect for submission to the County when requested:
  - a) Board Minutes
  - b) Quarterly Customer Satisfaction Surveys
7. The County reserves the right to modify the categories, data submission criteria and format of the reports at any time.
8. Quarterly Domestic Violence Team Meetings – Subrecipients will be required to attend quarterly meetings with the OC Community Resources/OC Community Services designated Domestic Violence Shelter-Based Programs Act Coordinator.

**VIII. PROGRAM DESIGN**

Consistent with California Welfare and Institutions Code Sections 18294-18298:

1. Funding shall be given to agencies and organizations whose primary function is to administer domestic violence shelter-based services programs.
2. In order to be eligible for funding, a domestic violence shelter-based services program shall demonstrate its ability to receive and make use of any funds available from governmental, voluntary, philanthropic, or other sources that may be used to augment any Domestic Violence Program state or county funds.
3. Domestic violence shelter-based services programs shall provide, but not limited to the following basic services to victims of domestic violence and their children:
  - a) Shelter 24 hours a day, seven (7) days a week;
  - b) A 24 hours a day, seven (7) days a week switchboard for crisis calls;
  - c) Temporary housing and food facilities.
  - d) Psychological and mental health support and peer counseling provided in accordance with section 1037.1 of the Evidence Code;
  - e) Referrals to existing services in the community;
  - f) A drop-in center that operates during normal business hours to assist victims of domestic violence who have a need for supportive services;
  - g) Arrangements for school-age children to continue their education during their stay at the domestic violence shelter-based program;
  - h) Emergency transportation as feasible.
4. To the extent possible, and in conjunction with already existing community services, the domestic violence shelter-based services programs shall provide a method of obtaining the following additional services for victims of domestic violence:
  - a) Medical care;
  - b) Legal assistance;
  - c) Psychological and other mental health support and counseling;
  - d) Information regarding other social services.



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)**

**July 1, 2026 – June 30, 2027**

5. Programs that receive funding shall, to the extent feasible, provide services to persons with a physical disability who are victims of domestic violence. If the program cannot provide the services, then the program staff, to the extent feasible, shall assist in referring the person with a physical disability to other programs and services in the community where assistance may be obtained.
6. The staff of the domestic violence shelter-based program shall work with social service agencies, health care agencies, schools, and law enforcement agencies in an advocacy capacity for those served by the domestic violence shelter-based programs.
7. The staff of each domestic violence shelter-based program shall attempt to achieve community support and acceptance of the program by advocating the program to community representatives and groups within the community.
8. Volunteers shall be trained and used to maximum capacity in the delivery of services.
9. Staff and volunteers shall meet the training requirements set forth in Section 1037.1 of the Evidence Code.
10. Inasmuch as domestic violence shelter-based programs are to serve a variety of cultural backgrounds, to the extent feasible, a portion of the domestic violence shelter-based program's personnel shall be bilingual.
11. An effort shall be made to recruit formerly battered persons as staff members.
12. Data collection and reports will be prepared and submitted as required and requested by county staff.

**IX. ADDITIONAL REQUIREMENTS**

1. Reports – Subrecipient shall adhere to all County reporting requirements, in the format determined by the County, including reporting requirements specified in Attachment A-1, Section VII of this Contract.
2. Resource Development – Subrecipient shall demonstrate their ability to receive and make use of any funds available from government, voluntary, philanthropic or other sources which may be used to augment any county funds appropriated.
3. Subrecipient will develop strategies for long term financial planning; program resource development; innovation in expansion and coordination of new funding, services and educational programs to serve domestic violence victims.

**X. PERFORMANCE ACCOUNTABILITY**

Subrecipient shall meet or exceed required program and regulatory standards and measures. Subrecipient shall satisfy specific program components and activities to be performed as indicated in Attachments A-1, D-1, and E-1 of this Contract. Lack of compliance with regulatory and program compliance may be grounds for reducing payment.

**XI. SYSTEM SECURITY AND CONFIDENTIALITY**

1. Unless otherwise provided for in this Contract, or authorized by law, Subrecipient agrees to maintain the confidential nature of individual records related to services and referrals. Subrecipient shall abide by the current confidentiality provisions of respective statutes when sharing information necessary for the provision of services under this Contract. No person or employee shall otherwise publish or disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to clients overall.



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
July 1, 2026 – June 30, 2027**

2. The Subrecipient shall submit to the County, the State of California and/or the United States Government or their representatives, all records requested for administrative purposes (including audit, monitoring, exams, and verification or records, costs incurred, and services rendered).

**XII. GRIEVANCE PROCEDURES**

1. In the event individuals file a grievance, the process for filing grievances shall be determined by the services the individual received and the matter about which the grievance is filed.
2. Subrecipient agrees to process and resolve grievances regarding their own programs. Individuals, who seek to file a grievance with respect to services funded under this Contract about program services, or file a grievance against the Subrecipient, shall be subject to the County grievance procedures.

**X. SITE VISITS**

The County reserves the right to make additional site visits throughout the duration of the contract.

**XI. FISCAL REQUIREMENTS**

Subrecipients are required to adhere to strict fiscal and accounting standards, which include:

1. Establishment of minimum accounting records for cash receipts and value of in-kind resources as earned, expenditure checks, unpaid obligations, payroll data and disbursements, and non-expendable property.
2. Establishing and maintaining of a sound financial management system, based upon generally accepted accounting principles.
3. Establishment of a system of internal fiscal control to safeguard assets, checks the accuracy and reliability for accounting data, and promote operational efficiency.

**XII. BILINGUAL REQUIREMENTS**

Subrecipients must, to the extent feasible, ensure that portion of the domestic violence shelter-based services program’s personnel be bilingual.

**XIII. COUNTY OPERATING HOURS**

The County of Orange hours of operation shall be from 8:00 a.m. to 5:00 p.m.; Monday through Friday, excluding County observed holidays.

The Subrecipient must ensure service delivery is available throughout the holiday seasons. Closures are only authorized on County observed holidays.

County Observed Holidays	
Independence Day	Christmas Day
Labor Day	New Year’s Day
Native American Day	Martin Luther King Jr. Day



**ATTACHMENT A-2  
SCOPE OF SERVICES AND GENERAL REQUIREMENTS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
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Veteran's Day	Lincoln's Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Memorial Day



**ATTACHMENT B-2  
PAYMENT AND COMPENSATION**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
July 1, 2026 – June 30, 2027**

**I. COMPENSATION**

This is a cost reimbursement Contract between the County and the Subrecipient for up to \$210,146 beginning July 1, 2026, through June 30, 2027, The Subrecipient agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Subrecipient of all its duties and obligations hereunder. The County shall have no obligation to pay any sum in excess of the total Contract amount specified unless authorized by an amendment in accordance with Paragraphs C and P of the County's General Terms and Conditions.

**II. BUDGETS**

- A. Detailed Budget: Upon approval by the Orange County Board of Supervisors and/or the County – but prior to submission of invoices, a detailed budget must be submitted to the County for approval. Budget templates will be provided by the County through the assigned Box Folder. Invoices shall be submitted based upon these detailed budgets.
- B. Budget revisions are changes made to the budget line items on Attachment C-2.
- 1) Budget revisions initiated by Subrecipient must be limited to no more than two (2) times per program, per Fiscal Year.
  - 2) Budget revisions requests initiated by Subrecipient must be submitted no later than 60 days before the end of the contract term.
- C. Budget modifications are changes made to the detailed budget.
- 1) Budget modifications initiated by Subrecipient must be limited to no more than three (3) times per program, per Fiscal Year.
  - 2) Budget modification requests are approved based on County discretion.
- D. Subrecipient must include a justification narrative specifying the purpose of the revision or modification.
- E. All additional budget revision and budget modification requests initiated by Subrecipient may be denied. Special consideration may be given for extenuating circumstances, but approval is not guaranteed.

**III. PAYMENT TERMS**

Invoices are to be submitted in arrears to the user agency/department. An invoice for the reimbursement of costs shall be submitted as specified below, upon the completion of the services/activities and approval of the County. Payment shall be made within thirty (30) days after receipt of a properly prepared invoice in a format acceptable to the County. All invoices shall be verified and approved by County prior to payment and processed in accordance with the County's routine procedures. The responsibility for providing an acceptable invoice rest with the Subrecipient.

Billing shall cover services not previously invoiced. The Subrecipient shall reimburse the County for



**ATTACHMENT B-2  
PAYMENT AND COMPENSATION**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
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any monies paid to the Subrecipient for services not provided or when services do not meet the Contract requirements and/or are not eligible for reimbursement or allowable costs under all applicable laws, regulations, and requirements set forth in Paragraph T (Compliance with Law) of this Contract.

Payments made by the County shall not preclude the right of the County from thereafter disputing any items or services involved or billed under this Contract and shall not be construed as acceptance of any part of the services. If costs are disputed and/or disallowed, the County will make partial payment to recoup disputed/disallowed monies in the following billing cycle and/or Subrecipient will reimburse the County for disputed/disallowed monies in one lump sum upon identification of the disputed/disallowed costs.

**IV. INVOICING INSTRUCTIONS**

- A. Subrecipient shall submit an invoice(s) and other substantiating reports as County may require, all in a form satisfactory to County, by the twentieth (20<sup>th</sup>) day of each month. If the 20<sup>th</sup> falls on a weekend or holiday, the invoice/data report is due on the next business day. If Subrecipient receives funds pursuant to this Contract for more than one program or Service Area, each such program or Service Area shall be invoiced separately from all other programs or Service Areas, and separate substantiating reports shall be submitted for each program or Service Area, unless otherwise approved by County. County shall make monthly payments based on Subrecipient's data, invoice(s), and substantiating reports, unless otherwise approved by County.
- B. In cases where errors or Disallowed costs are identified by County, County will return invoice(s) for revision. Subrecipient must resubmit revised invoice(s) within five (5) business days of notification from County, excluding the 11<sup>th</sup> month invoice and 12<sup>th</sup> month close-out invoice.
- C. No payments will be made if any preceding months' invoices are outstanding, unless otherwise approved by the County.
- D. No payments will be made for costs incurred by Subrecipient which are determined to be unallowable, in accordance with the applicable Federal statutes, regulations, or the terms and conditions of the Federal award. (2 CFR Part 200.31 and 45 CFR 75.2)
- E. Whenever Subrecipient is not in compliance with any provision of this Contract, County may withhold payment until such time as Subrecipient comes into compliance.
- F. Any late submission for the 1<sup>st</sup> through 10<sup>th</sup> invoices will result in technical assistance finding during program monitoring.

Further instructions regarding invoicing/reimbursement requirements as set forth in Exhibit 5, OC Community Resources Contract Reimbursement Policy, are attached hereto and incorporated herein by reference.

**V. CLOSE-OUT DEADLINES**

- A. The 11<sup>th</sup> month invoice is due on the 10<sup>th</sup> of the 12<sup>th</sup> month of the contract without exception. In cases of returned invoices due to errors or Disallowed costs, Subrecipient must resubmit revised invoice(s) within two (2) business days of notification from County.



**ATTACHMENT B-2  
PAYMENT AND COMPENSATION**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
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- B. The 12th month close-out invoice is due on the 10th of the month following the end of the contract term, without exceptions. In cases of returned invoices due to errors or disallowed costs, Subrecipient must resubmit revised invoice(s) within two (2) business days of notification from County.
- C. Request for invoice revisions from the Subrecipient will only be allowed at the County's discretion.
- D. Subrecipient must submit the 12<sup>th</sup> month invoice estimates by the 10<sup>th</sup> of the 12<sup>th</sup> month of the contract. Estimates must be projected based on anticipated actual expenditure.
- E. Any late submission for the 11<sup>th</sup> and 12<sup>th</sup> month invoices will result in a corrective monitoring finding, without any exceptions. All requests for late submissions or due date extensions will not be granted. A Corrective Action Plan (CAP) will be required to address this finding.

**VI. FULL COMPENSATION:**

Subrecipient agrees to accept the specified compensation as set forth in this Contract as full remuneration for performing all services and furnishing all staffing and materials required, for any reasonably unforeseen difficulties which may arise or be encountered in the execution of the services until acceptance, for risks connected with the services, and for performance by the Subrecipient of all its duties and obligations hereunder.



**ATTACHMENT C-2  
BUDGET SCHEDULE**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAMS (DV)**

**1. Subrecipient’s Budget (July 1, 2026 – June 30, 2027):**

<b>Cost Categories</b>	<b>FY 2026-27</b>	<b>TOTAL</b>
Basic Services / Bed Nights / Safety Net	\$210,146	\$210,146
Program Subtotal	\$210,146	\$210,146
<b>AMOUNT NOT TO EXCEED</b>	<b>\$210,146</b>	<b>\$210,146</b>

2. Budget(s) contained in Attachment C-2 of this Contract are high-level budgets. Upon approval by the Orange County Board of Supervisors – but prior to submission of August 2026 invoice(s), the negotiated detailed budget must be submitted to the County for final approval. Budget template(s) will be provided by the County. In support of the monthly invoice, Subrecipient shall submit monthly Expenditure Reports on a form provided by, the Contract Administrator and will report actual costs. Invoices shall be submitted based upon the approved detailed budget(s).
3. Subrecipient may request to shift funds between programs, or between budgeted line items within a program, for the purpose of meeting specific program needs by utilizing a Budget/Staffing Modification Request Form provided by the Contract Administrator must include a justification narrative specifying the purpose of the request, the amount of said funds to be shifted, and the sustaining annual impact of the shift as may be applicable to the current Fiscal Year Budget and/or future Fiscal Year Budgets. Subrecipient shall obtain written approval of Budget/Staffing Modification Request(s) from Contract Administrator prior to implementation by Subrecipient.
4. **Invoicing:**
  - a. All invoices are to be submitted monthly by the 20<sup>th</sup> of the following month the services were rendered along with all supporting documentation.



**ATTACHMENT D-2  
STAFFING PLAN**

**Domestic Violence Shelter-Based Services Program (DV)  
July 1, 2026 – June 30, 2027**

**Staffing Plan and Required Match:**

<b>STAFFING PLAN AGENCY MATCH</b>	
<b>Title</b>	<b>FTE*</b>
DV Advocate	.475
<b>TOTAL:</b>	<b>..475</b>

\*1.00 FTE = Full-Time Equivalent

The substitution or addition of other key individuals in any given category or classification shall be allowed only with prior written pre-approval of the County Project Manager.

The Parties agree that the County has the right to require other or additional personnel to perform services under the Contract, as required. The specific individuals will be assigned based on the need and time of the service/class required. Assignment of additional key personnel shall be subject to County approval.

Subrecipient must provide at least 30% cash and/or in-kind match share of the Shelter-Based Contract amount. Other funding from the County cannot be used to meet this match, as specified in Attachment C-1 Budget Schedule.

<b>AGENCY MATCH</b>					
<b>Period</b>	<b>Salaries</b>	<b>Benefits</b>	<b>Salary Match</b>	<b>Benefits Match</b>	<b>Total Agency Match (30% Minimum of Shelter-Based Contract Total)</b>
July 1, 2026 – June 30, 2027	\$99,500	\$35,648	\$47,263	\$16,933	\$64,196



**ATTACHMENT E-2  
PERFORMANCE STANDARDS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
July 1, 2026 – June 30, 2027**

<b>PERFORMANCE SUMMARY</b>		
<b>PROVIDER NAME: Interval House</b>	<b>FY 2026-27</b>	<b>TOTAL</b>
1. SERVICES: a) Projected total requesting information (not requiring services)	632	632
1. SERVICES: b) Projected total persons served (breakdown by type of service provided)	530	530
2.SHELTER RESIDENCE: Projected total adult or children residents served	96	96
7. HOTLINE: Projected total intervention calls served on the crisis hotline	2,349	2,349
9. SAFETY NET: Projected total safety net vouchers	45	45
10. ONE-STOP REFERRALS: Minimum job ready clients referred to One-Stop	22	22

**I. Service Performance**

- 1) **Services:** Provision of services reported by including information regarding the: a) projected total number of persons requesting (not requiring) services, and b) projected total number of persons served according to the type of service they were provided with.
  
- 2) **Shelter Residence – Adults or Children:** Provision of 24-hour care, supervision and shelter of individuals. Includes provision of food and food supplements for meal preparation on-site including. Adults or children are housed at \$70 per night, for an average of 30 days per client, and provided three (3) meals a day.
  
- 3) **Individual Counseling:** Available provision of counseling techniques by a licensed clinician, a professional counselor or an intern whose work is directly supervised by a licensed clinician in a group setting.
  
- 4) **Group Counseling/Educational Classes:** Available provision of counseling techniques by a licensed clinician, a professional counselor, domestic violence victim advocate, field professional, or an intern whose work is directly supervised by a licensed clinician in a group setting; and/or provision of on-going, regularly scheduled classes on topics such as, but not limited to: health, nutrition, English, and basic skills.



**ATTACHMENT E-2  
PERFORMANCE STANDARDS**

**DOMESTIC VIOLENCE SHELTER-BASED SERVICES PROGRAM (DV)  
July 1, 2026 – June 30, 2027**

- 5) **Case Work:** In conjunction with available counseling, this available activity includes but is not limited to: writing case summaries, making incidental contacts to parents or other agencies on behalf of client, legal assistance referrals, arranging appointments, reviewing lab results, etc.
  
- 6) **Parent Education:** Available instruction for parents which includes information on child development, child services, enrichment activities or the teaching of practical skills for child-rearing such as basic health care procedures for infants. May include specialized course or communication (such as P.E.T.), child discipline, etc.
  
- 7) **Hotline Crisis Intervention Telephone:** Telephone referrals and counseling services for suicide prevention or crisis intervention. Includes referral of individuals to appropriate agencies offering services not provided by the program. Number of annual calls received are based on usage.
  
- 8) **School Enrollment:** All school-aged children being housed at the shelter will be enrolled in school.
  
- 9) **Safety Net / Motel Voucher Program (If Applicable):** The provision of short-term emergency residence in a predetermined and approved motel until space becomes available at one of the contracted shelters. Includes counseling and meals. Client motel voucher/safety net adult bed nights are calculated at a cost of \$75 per night.
  
- 10) **Referrals of Job-Ready Clients to One Stop Centers:** Referrals for One-Stop Center services and/or programs for job-ready clients. A minimum of two clients per month shall be referred to the One-Stop System.